








**Comstock Community Center
6330 King Highway
Kalamazoo, MI 49048**

Communication/Fundraising Coordinator

SUMMARY: Facilitate and coordinate the creative development of a consistent messaging and develop and implement fundraising events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

-  Facilitate and coordinate the creative development of a consistent messaging across print and electronic media through press releases, marketing, advertising and promotional materials activities to ensure that strategic messages are communicated effectively to target audiences and branding guidelines are followed
-  Create communication programs and projects that effectively describe and promote new and existing products
-  Work with the team on development and maintenance of website content/brand
-  Support presentation development, events/meetings for the Company to ensure consistency of marketing & communications messaging
-  Manage relationship with firms that produce marketing, advertising, branding, public relations and related collateral
-  Responsible for the oversight: newsletters, brochures, special events and related media coverage
-  Positively represent at external special events, community activities and meetings as required.

The individual selected will work a variable schedule Monday through Friday.

If you are interested in this position, please submit your cover and resume to Human Resources via email at hr@comstockcc.com or fax to 269-492-0909.